

Glassboro Public Schools



MEMO

Date: September 11, 2023
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: August Project Report

- District Activities Calendar
 - Received and incorporated sports schedules
 - Edited pictures and text
 - Revised covers
 - Worked through software issues
 - Sent calendar to print
- School Messenger
 - Superintendent's August 31 Letter
- Registration
 - Entered new students into PowerSchool
 - Attached registration documents
 - Answered registration questions from callers and community members who stopped by
- Strategic Plan/Opening Day Speech
 - Obtained, reformatted and edited updates to Curriculum and Facilities/Finance Sections of Strategic Plan
 - Wrote updates to Student Engagement Section of strategic plan
 - Sent the information to administration for incorporation in Opening Day Speech for Staff
- Press/Postings
 - Assorted FB postings